

Important Dates and Times

The Grant County Planning Commission meets
on the 4th Monday of each month at 7:00 PM in
the main Courtroom of the Courthouse in Wil-
liamstown, Kentucky. Filing deadlines for those
meeting dates are forty-five (45) days prior to the
meeting for all zone change requests and twenty-
one (21) days prior to the meeting date for all Site
Plans and Subdivision Plats. From time to time,
Commission meeting dates fall on or very near
Holidays, so please check with the Commission
Office to verify a filing deadline.

OFFICE HOURS: 8:30 AM to 4:00 PM
Monday –Friday

Commission Members

Mr. John Lawrence, Chairman
Mr. Vernon Webster, Vice-Chairman
Mr. Nick Kinman, Secretary
Mr. William Marksberry, Treasurer
Mr. William Covington
Mr. Howard Brewer, Jr.
Mrs. Nancy Duley
Mr. Marvin G. Faulkner
Mr. Rick Dalton
Mr. Marlon Kinsey
Ms. Brooke Rider
Mr. Dan Scroggins

Staff

Mr. Jonathan S. Britt, Planning Director
Ms. Becky Ruholl, Office Administrator
Ms. Brittany Griffith, Office Assistant

Mr. Thomas R. Nienaber, Legal Counsel
Mr. Raymond Erpenbeck, Commission Engineer

Representing

Williamstown
Dry Ridge
Williamstown
Williamstown
Grant County
Dry Ridge
Crittenden
Grant County
Corinth
Grant County
Dry Ridge
Grant County



101 North Main Street
Room 14
Williamstown, KY 41097

Phone: 859.824.7770 Fax: 859.824.7796

Grant County Planning & Commission



Reference Guide
Building and Construction

BUILDING IN GRANT COUNTY

For anyone wishing to build or place a home in Grant County, here are a few helpful tips to get you through the process.

1. You must have a deed to the property that you intent to build on. The deed(s) are recorded in the Grant County Clerk's Office located next to the Courthouse in Williamstown, KY.
2. Know the zoning of your property: There are several different zones in Grant County. Some zoning classifications allow for single-family "stick-built" houses only and some zoning classification allow for either a "stick-built" or a manufactured home. Some zoning classifications only allow for multi-family dwelling units to be constructed, while still other zones only allow for businesses or industry to be located in them. Also, the zoning classification will tell you the setbacks from all your property lines.
3. Permits that are required:



Know your zoning classification.

- A. Septic Installation Permit— If the property is located in the rural areas of the

BUILDING (CONT.)

county, you should contact the local Health Department to determine if a septic system can be placed on the property. After the Health Department evaluates the property, a properly licensed installer will obtain an installation permit from the Health Department.

B. Driveway Permits—Depending on the type of roadway that your property abuts, you must obtain a driveway or an encroachment permit from the appropriate governing body.

C. Zoning Permit—A zoning permit is required before the building process can begin. To obtain a zoning permit, you must provide a copy of the deed, a copy of the septic installation permit and a copy of the driveway (encroachment) permit.

D. Building Permit—We are almost finished and almost ready to start building, but first we need a building permit. You must take a copy of your zoning permit and two sets of building plans to the Grant County Building Inspector's Office. These plans will be reviewed within three (3) to five (5) working days.

SETBACKS

Knowing the zoning of your property is probably the most important aspect of the building and construction process, because not only will the zoning classification tell you what can be built on your property, but also where it can be placed on the property. Each zoning classification typically has different requirements for the setback of a house or building. These setbacks vary on the type of building you are constructing and

the zone in which it's located. Hopefully, these definitions will give you a better grasp on how setbacks impact where you construct your home.

Building Setback Line: A horizontal distance which is generally parallel to the related front, rear and side property lines.

Front Setback: The distance from the right-of-way of a roadway to the front of the home or structure. Right-of-ways vary on different roads, so please check with our office to verify the right-of-way on your road.

Side Setback: The distance from the side property line to side of the home or structure.

Rear Setback: The distance from the rear property line to the rear of the home or structure.

* If you are inside the city of Williamstown, please contact the Williamstown Zoning Administrator before beginning the building process.

* HELPFUL PHONE NUMBERS *

County Judge/Executive ~ **859.823.7561**
County Clerk's Office ~ **859.824.3321**
Health Dept. ~ **859.824.5074**
Road Dept. (county roads) ~ **859.823.4851**
Road Dept. (state roads) ~ **859.824.4633**
Building Inspector ~ **859.824.9608**
City of Williamstown ~ **859.824.6351**
City of Dry Ridge ~ **859.824.3335**
City of Crittenden ~ **859.428.2597**
City of Corinth ~ **859.824.5922**